
ORGANIZATION: City of Newport
DEPARTMENT: Parks and Recreation

LOCATION: Newport, Oregon
DATE: September 2013

Non-Exempt

JOB TITLE: Sport Programs Coordinator

Range 8

PURPOSE OF POSITION:

Provide leadership to sports related programs and activities for youth and adults in our community. Organize safe, fun and structured programs that foster skill development, teamwork, sportsmanship, physical fitness and recreation. Manage the daily operations of city sports leagues, and be involved with the decision making process for county wide leagues. Plan, organize, and promote summer sporting events and camps.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF DUTIES PERFORMED:

Track hours and supervise individuals working at city sponsored sporting events. Interview, train, and coordinate volunteers from the community to ensure provision of services are conducive with the goals of the sports programs. Oversee program staff including scheduling, task assignments, training and ongoing development. Ensure appropriate adult to child ratios are met. Develop and implement age appropriate recreation activities.

Provide information, tools, and resources to staff, volunteers, parents and others. Assist in marketing program services. Conduct interviews for staff members and volunteers. Conduct and facilitate staff training/development. Participate in radio interviews and write public service announcements and media releases. Meet with school staff, parent groups, and youth service providers to promote Department services. Oversee youth program safety operations and implementation of safety procedures.

Address parent/guardian concerns. Support constructive solutions; model and maintain accountability. Answer questions relating to Sports programs via phone, letter, email, and in-person contact.

Design and maintain the city sports webpage.

Research and implement new youth and adult sporting activities, and maintain successful programs. Monitor and respond to changing trends in the field of sports and activity. Work with other organizations to provide collaborative programming in our community.

Coordinate with staff, vendors, and community members to design, market and execute special events so as to expand community involvement and participation.

Purchase / order program supplies and equipment.

Develop and maintain a positive working relationship with colleagues, supervisors, clients and others.

Other duties as assigned

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: Bachelor's Degree in Recreation, Physical Education, Sports Science, or related area of study, or at least 3 years practical experience in the area of recreation management or the equivalent combination of experience and education, including personal hands-on experience either playing, coaching, or officiating sports.

KNOWLEDGE: Must have knowledge of the principals of exercise and sport science. Ability to apply knowledge of the human body to teaching or coaching in order to create the safest possible environment for participants in sporting activities. Knowledge of terminology, techniques, methods, supplies and equipment, basic rules and skills involved in a variety of sports. Knowledge of techniques in supervising various recreational activities. Knowledge of the

philosophy and objectives of the recreation profession, and the purpose, use, and benefit of various elements of specific program.

SKILLS: Must be proficient in the use of basic computer software including: Word, Excel, Publisher, and must be capable of basic web design and updates.

ABILITIES: Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public. Ability to effectively supervise staff, establish and maintain effective working relationships with employees and City officials. Ability to instruct and supervise recreation programs efficiently. Ability to communicate effectively, both orally and in writing, with individuals and groups. Ability to honor the confidentiality required of this position. Physical ability to perform the essential job functions.

SPECIAL REQUIREMENTS:

Infant and Child CPR, Adult CPR, First Aid and AED. Valid Oregon Driver's License.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to twenty-five pounds and occasionally lift or move materials up to sixty pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required approximately 15% of the work period to operate equipment such as computers, keyboards, telephones, and standard office equipment. The position requires the mobility to interact with and use parks and recreation equipment.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work location is both indoors and outdoors where most of work period occurs in a recreational/gymnasium or park setting.

SUPERVISORY RESPONSIBILITIES:

Responsible for the supervision of Parks and Recreation part time employees, contractors, referees, coaches, and volunteers including assigning and reviewing performance, altering workloads, evaluating performance and conducting appraisals, and recommending persons for hire and termination. On call as needed.

SUPERVISION RECEIVED:

Work is performed under the general direction of the Recreation Director

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Date Revised: September 2013

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Approved by: _____
City Manager